# STATION USER GUIDE

The KX-T30830, KX-T30820 and/or KX-T30850 can be connected to the KX-T61610.
Additional features will be provided with the KX-T30830, KX-T30820 and/or KX-T30850 by this connection.
Use this Station User Guide with the Operating Instructions of the KX-T30830, KX-T30820 and/or KX-T30850.

KX-T30830

KX-T61610

KX-T30820

KX-T30850

Panasonic
EASA-PHONE

# Paging Group

Allows paging to one of four groups.
The page can only be heard from a KX-T61630, KX-T61620, KX-T61650, KX-T30830, KX-T30820 or KX-T30850.

■ To Access

For Pickup Group 1

LIFT THE HANDSET OR PRESS "SP-PHONE"
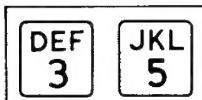
DIAL "35"

CONFIRMATION TONE OF 1~ BEEP WILL BE HEARD

PAGE

WAIT FOR AN ANSWER AND TALK

■ Page will be heard from built-in speaker.

- ■ For Pickup Group 2: At step 2 above, dial 36 instead of 35.
- ■ For Pickup Group 3: At step 2 above, dial 37 instead of 35.
- ■ For Pickup Group 4: At step 2 above, dial 38 instead of 35.

Call Park Retrieve

Allows extension user to retrieve a call (intercom or outside) on hold at any extension.

■ To Retrieve a Parked Call at Any Extension

LIFT THE HANDSET OR PRESS "SP-PHONE"
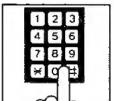
DIAL "5"

DIAL PARKED EXTENSION NUMBER

■ Even when several outside calls are placed on hold simultaneously, you can retrieve the desired outside call from another extension as following.

LIFT THE HANDSET OR PRESS "SP-PHONE"
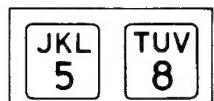
DIAL "58"
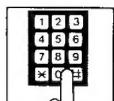
DIAL PARKED CO NUMBER (1 through 6)

Flexible CO Button

Allows each CO button to change into CO number which is different from printed CO number.

- Be sure the handset is in the cradle and the SP-PHONE button is off.
- Set the MEMORY switch of the KX-T30830, KX-T30820 or KX-T30850 to "**PROGRAM**".

■ Setting
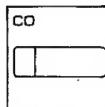
| CO		AUTO
PRESS "CO" WHICH IS CHANGED INTO DIFFERENT CO NUMBER	DIAL THE CO NUMBER WHICH IS SET NEWLY (1 through 6)	PRESS "MEMORY"
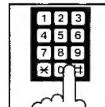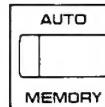
- ■ After programming all CO buttons, return the MEMORY switch to "**SET**".
- If a call reaches through the CO line that is not assigned in the CO button, the ICM indicator will be flashing quickly, just lift the handset or press the SP-PHONE button, even in the "MAN ANSWER" mode .
- If you make a call with the CO line of which number is not assigned, the ICM indicator will light.
- If a call on CO line of which number is not assigned, is placed on hold, the ICM indicator will flash. To retrieve on hold, press the ICM button.

# Flexible DSS Button (KX-T30830 only)

Allows each DSS button to change into extension number which is different from printed extension number.

- Be sure the handset is in the cradle and the SP-PHONE button is off.
- Set the MEMORY switch of the KX-T30830 to "**PROGRAM**".

■ Setting
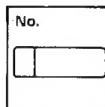
No.		AUTO
PRESS "DSS" WHICH IS CHANGED INTO DIFFERENT EXTENSION NUMBER	DIAL THE EXTENSION NUMBER WHICH IS SET NEWLY (11 through 26)	PRESS "MEMORY"
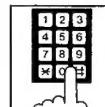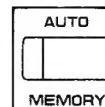
- ■ After programming all CO buttons, return the MEMORY switch to "**SET**".

Auto CO Hunting

Can access any CO line which is not in use directly by picking up the handset or the speakerphone on and tell an extension user which line is accessing by lighting the CO line indicator.

■ Setting

| PRS 7 | ABC 2 | 1 | # |

LIFT THE HANDSET OR PRESS "SP-PHONE"

DIAL "721#"

HANG UP OR PRESS "SP-PHONE"

■ To Cancel

LIFT THE HANDSET OR PRESS "SP-PHONE"

PRESS "ICM"

| PRS 7 | ABC 2 | OPER 0 | # |
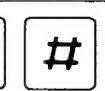
DIAL "720#"

HANG UP OR PRESS "SP-PHONE"

■ Dialing through CO Line

LIFT THE HANDSET OR PRESS "SP-PHONE"
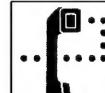
WAIT FOR THE C.O. DIAL TONE
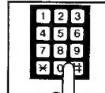
DIAL THE PHONE NUMBER

■ When you access an extension in the Auto CO Hunting Mode, press the ICM button after lifting the handset or pressing the SP-PHONE button.

Account Code

This feature gives each message of the SMDR an account code of the called or calling party. (Station Message Detail Recording—SMDR is cost saving feature that records all incoming and outgoing calls through CO line.) This feature has two modes-"Forced" and "Option". In the "Forced" mode, the account code must be entered every time the extension user dials. In the "Option" mode, the account code may be entered when a record of the account code is needed. When setting to the "Forced" mode, see page 3-34 in INSTALLATION MANUAL of the KX-T61610.
For use of this feature by using KX-T30850, the PROGRAMMABLE FEATURE (F3 only) button must be programmed beforehand as the Account Code button in the KX-T61610. For programming, see page 3-54 in INSTALLATION MANUAL.

Forced Mode

■ Making a Call

LIFT THE HANDSET OR PRESS "SP-PHONE"
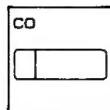
PRESS "CO"
(The FWD/DND indicator flashes.)
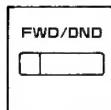
PRESS "FWD/DND" OR "F3"
(The FWD/DND indicator lights. And an intermittent tone is heard.)
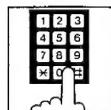
DIAL THE ACCOUNT CODE
(Account code is 4 digits.)

WAIT FOR THE C.O. DIAL TONE
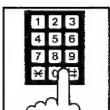
DIAL THE PHONE NUMBER

- You may dial 9 or 81 through 86 instead of pressing the CO button.

- Account code must be required 4 numerical digits except for the # and * buttons.

■ If the account codes are programmed with the telephone numbers for one touch dialing or system speed dialing, you need not dial the account code when making a call. Program as follows.
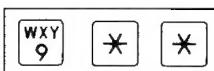
WXY 9	✳	✳	Account code (4 digits)	Telephone number

■ Receiving a Call

If you want to record a calling party's account code in the SMDR, follow the below-mentioned procedure.
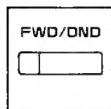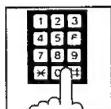
```
FWD/DND
┌─────────┐
│ ▭▭▭ │
└─────────┘

PRESS          DIAL THE
"FWD/DND"      ACCOUNT CODE
OR "F3"
```

■ The FWD/DND or F3 button must be pressed before you hang up. If the distant party hangs up first, you must press the FWD/DND or F3 button within 30 seconds.

Option Mode

■ Making or Receiving a Call

If you want to record a calling or called party's account code in the SMDR, follow the below-mentioned procedure.

```
FWD/DND
┌─────────┐
│ ▭▭▭ │
└─────────┘

PRESS          DIAL THE
"FWD/DND"      ACCOUNT
OR "F3"        CODE
              ⎛ Account ⎞
              ⎜ code is  ⎟
              ⎝ 4 digits.⎠
```

■ If you enter the wrong account code, press the FWD/DND or F3 button and enter the correct code.

■ The FWD/DND or F3 button must be pressed before you hang up. If the distant party hangs up first, you must press the FWD/DND or F3 button within 30 seconds.

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STATION USER GUIDE

For touch tone and rotary telephone

Panasonic
EASA-PHONE

KX-T30810

Panasonic
ELECTRONIC MODULAR SWITCHING SYSTEM
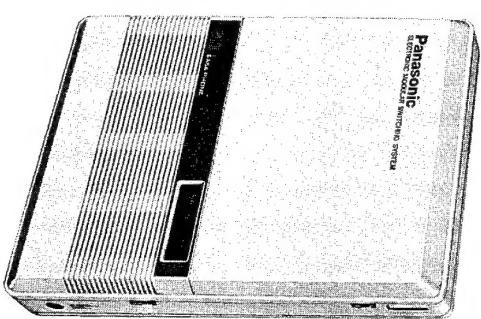
See this Station User Guide when you use a touch tone or rotary telephone as an extension.

Basic Operation

Detailed Operation

Contents

Basic Operation

Detailed Operation

Station Program Clear
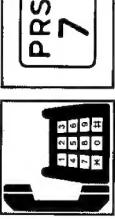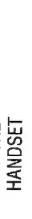
Dialing (79#) will clear station programs on that extension.

● The following feature can be canceled.
Call Forwarding
Data Line Security
Dial Call Pickup Deny
Do not Disturb

LIFT THE HANDSET

```
PRS   WXY
 7     9    #
```

DIAL "79#"

HANG UP

● If dial tone (continuous tone) changes to reorder tone (intermittent tone) or a mistake is made, hang up and start again.
● Various activation tones and Ringing will be heard. (Refer to page 5-6 in INSTALLATION MANUAL.)
● If you phone has the FLASH key, depress it instead of flashing the hookswitch.

Station Programming (cont.)

Data Line Security

This feature provides security when transmitting data through an extension of the KX-T30810. Call waiting tones and hold time reminder tone are prohibited in this mode.

■ Setting
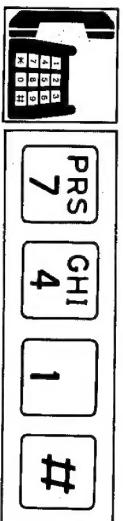
LIFT THE HANDSET

DIAL "741#"

| PRS 7 | GHI 4 | 1 | # |

HANG UP

■ To Cancel

LIFT THE HANDSET

DIAL "740#"

| PRS 7 | GHI 4 | OPER 0 | # |

HANG UP

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- Detach this position -

Quick Reference Card
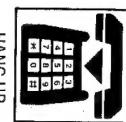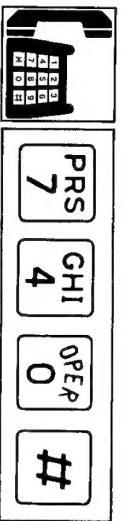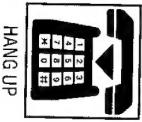
TO MAKE CALLS

- Lift the handset first.
- After finishing your conversation, hang up the handset.

INTER OFFICE CALLING (Intercom)		Dial extension number (11 through 18)
OUTWARD DIALING		
Automatic Line Access	WXY 9	Dial phone number
Individual Line Access	TUV 8	Dial CO number (1 through 3) — Dial phone number
SPEED DIALING (A rotary phone is not available.)	✳	Dial speed access code (00 through 99)
CALLING DOORPHONE	For doorphone 1 — DEF 3 1	For doorphone 2 — DEF 3 ABC 2

WHEN A LINE IS BUSY

AUTOMATIC CALL BACK BUSY (camp-on)				
For out side calls	TUV 8	Dial CO number	Hear a busy tone	MNO 6 Hear 2 beeps — Hang up handse
For intercom calls		Dial Extension number	Hear a busy tone	MNO 6 hear 2 beeps — Hang u handse
BUSY STATION SIGNALING		Dial Extension number	Hear a busy tone	1 hear 2 beeps — Hang up handse
LAST NUMBER REDIAL		Lift handset	#	

- You may dial "80" instead of pressing the "#" button

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Do not Disturb

Each extension can be individually programmed from receiving outside or intercom calls.

■ Setting

| PRS 7 | 1 | 1 | OPER 0 | # |
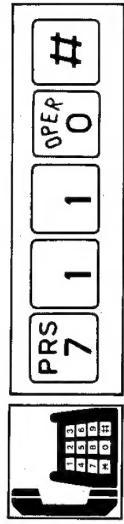
DIAL "7110#"

LIFT THE HANDSET

HANG UP

■ To Cancel

| PRS 7 | OPER 0 | # |

DIAL "70#"

LIFT THE HANDSET

HANG UP

TO RECEIVE CALLS

ANSWER	Lift handset	
DIAL CALL PICKUP	Lift handset	GHI 4 · OPER 0
DIRECTED CALL PICKUP	Lift handset	GHI 4 Dial ringing extension number
CALL PARK RETRIEVE	Lift handset	JKL 5 Dial parked extension number

WHILE HAVING A CONVERSATION

CALL ON HOLD To hold	Flash hookswitch	Hear 2 beeps	
To cancel	Flash hookswitch		
CALL SPLITTING	Flash hookswitch	Dial 2nd party	●To alternate, flash hookswitch repeatedly
CONFERENCE	Flash hookswitch	Dial 2nd party	Consult with 2nd party — Flash hookswitch DEF 3
CALL WAITING	Hear a call waiting tone	Flash hookswitch	Hang up handset — Lift handset

●Original call will be on hold and new call can be talked.
●To terminate the original call and talk to the 2nd call, hang up and then lift the handset. (You don't need to flash the hookswitch.)

Station Programming (cont.)

Dial Call Pickup Deny

Allows you to prohibit any other extension user from answering calls directed to you.

■ Setting

LIFT THE HANDSET

DIAL "731#"

PRS 7 DEF 3 1 #

HANG UP

■ To Cancel

LIFT THE HANDSET

DIAL "730#"

PRS 7 DEF 3 OPER 0 #
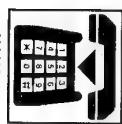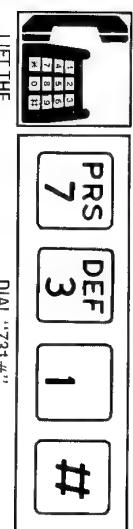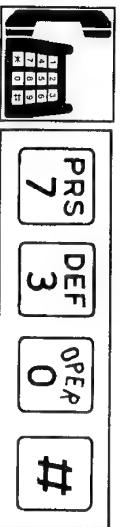
HANG UP

To Make Calls

Inter Office Calling (Intercom)

Station to station dialing within the KX-T30810 system.

LIFT THE HANDSET

DIAL EXTENSION NUMBER (11 through 18)
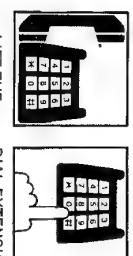
Outward Dialing

Each extension can automatically select an idle CO (Central Office) Line within the KX-T30810.

■ Automatic Line Access

LIFT THE HANDSET

DIAL "9"

WXY 9

WAIT FOR C.O. DIAL TONE

DIAL TELEPHONE NUMBER
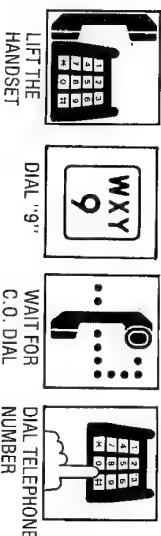
An alternative method is to dial 8 and CO number. System will access individually any of 3 CO's.

■ Individual Line Access

LIFT THE HANDSET

DIAL "8"

TUV 8

DIAL CO NUMBER (1 through 3)

WAIT FOR C.O. DIAL TONE

DIAL TELEPHONE NUMBER

Station Programming

Detailed Operation

You may dial "0" instead of pressing the "#" button.

Call Forwarding

Intercom or outside calls to your extension can be automatically forwarded to any extension within the system.

■ Setting

LIFT THE HANDSET

PRS **7** **1**

DIAL "71"

DIAL THE EXTENSION NUMBER

DIAL "#"

HANG UP

■ To Cancel

LIFT THE HANDSET

PRS **7** OPER **0** **#**

DIAL "70#"

HANG UP

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To Make Calls (cont.)

Speed Dialing

There are 100 system of speed dial numbers available.

■ Automatic Selection of CO

LIFT THE HANDSET

PRESS "✳"

DIAL SPEED ACCESS CODE (00 through 99)
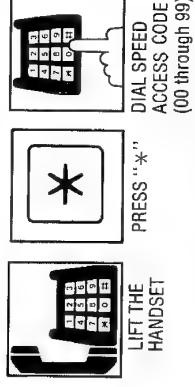
- It is no need to access a CO line.
- A rotary phone is not available for the speed calling.
- Continuous use of speed dialing is impossible.

Calling Doorphone

Up to two doorphone (KX-T30865) can be connected to the KX-T30810.

■ Doorphone 1

LIFT THE HANDSET

DEF **3** **1**

DIAL "31"

■ Doorphone 2

LIFT THE HANDSET

DEF **3** ABC **2**

DIAL "32"

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Use of Other Features (cont.)

Pulse/Tone Conversion

When the dialing mode is required to change a pulse mode to a tone mode in one dialing sequence, this feature is used.
(e.g. computer-accessed long distance service)
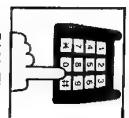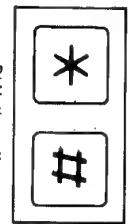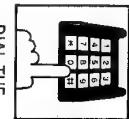
DIAL THE PHONE NUMBER

DIAL "＊ #"

DIAL THE PHONE NUMBER

- When you dial using this feature, you must use the line selected in a pulse mode.
- Phone number after dialing "＊ #" will be changed to tone mode.
- A rotary phone is not available for the Pulse/Tone Conversion.
- You should press "＊" and "#" buttons within 10 seconds after the number of the long distance service company.

■ When you use a standard telephone equipped with automatic dialer, be careful the followings:

Example: Computer-accessed long distance service

- Local access telephone number of the alternate long distance service company 765-4321, Authorization no. 0123456, Long distance no. 543-210-9876
- Pulse mode is required by local access telephone number of the alternate long distance service company.
- Service of MCI, SPRINT, METRO or other systems is used.

Set to PULSE

| PRS 7 | MNO 6 | ··· | 1 |

Pulse mode

| OPER 0 | 1 | ··· | MNO 6 |

Set to PULSE

Pulse mode

| ＊ | # | ··· | PAUSE | PAUSE |

Switch to TONE

Tone mode

| JKL 5 | GHI 4 | ··· | MNO 6 |
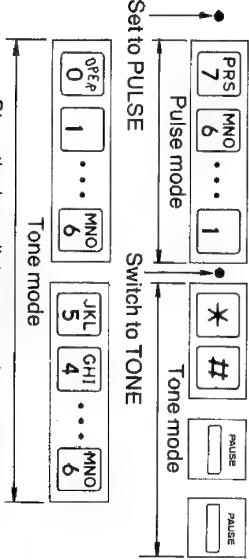
Tone mode

Store the long distance service company no. in PULSE mode, and switch to the TONE mode to memory the following numbers.

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When a Line is Busy

Automatic Call Back Busy (Camp-on)

If the intercom extension or outside line you have dialed is busy, you will be automatically called back when the extension or the outside line becomes free using this function.
This feature is also known as camp-on.
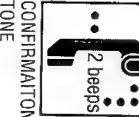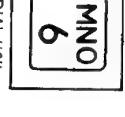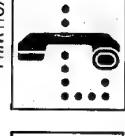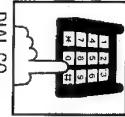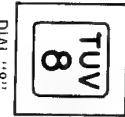
■ For outside calls

DIAL "8"

DIAL CO NUMBER (1 through 3)   YOU WILL HEAR A BUSY TONE

DIAL "6"

CONFIRMATION TONE   HANG UP

2 beeps

■ For intercom calls

DIAL EXTENSION NUMBER (11 through 18)   YOU WILL HEAR A BUSY TONE

DIAL "6"

CONFIRMATION TONE OF 2 BEEPS WILL BE HEARD

2 beeps

■ When hearing a ring back

LIFT THE HANDSET

- When intercom calls, you will hear the ring back tone.
- When outside calls, you will hear the dial tone from CO.
- A call back busy cannot be activated on an extension which has a call on hold.
- If you make or receive a call during camp-on mode, the camp-on mode will be cancelled.

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External Feature Access

Allows extension user to access features of central office or host PBX. (e.g. CALL WAITING FEATURE can be supplied by Central Office.)

- The external feature (call waiting) can only be accessed when engaged on an outside call.

- The following example shows you one of the procedures.

■ Call Waiting—Outside Line

WILL HEAR A CALL WAITING TONE

FLASH HOOKSWITCH

DIAL "0"

CONSULT WITH THE NEW CALLER WHILE THE ORIGINAL CALL IS ON HOLD

FLASH HOOKSWITCH

DIAL "0"

CONSULT WITH THE ORIGINAL CALLER WHILE THE 2ND CALL IS ON HOLD

(If the calling party on hold hang up, the line is terminated.)

- Flashing the hookswitch and dialing "0" means flash operation.
- If KX-T30810 is connected to host PBX and flash operation is required, follow the procedure of flash operation which is required in the host PBX.

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When a Line is Busy (cont.)

Busy Station Signaling

If the extension you have dialed is busy, you can inform that extension that another intercom call is reaching by three beeps. For use of this feature, the other extension is required to be set this feature beforehand in the KX-T30810.

DIAL EXTENSION NUMBER (11 through 18)

YOU WILL HEAR A BUSY TONE

DIAL "1"
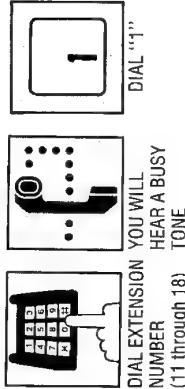
- To answer your signaling, see "Call Waiting" on page 13.
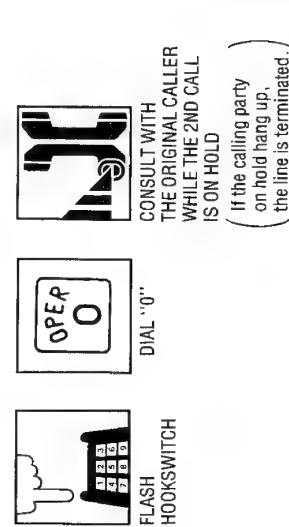
Last Number Redial

The last phone number dialed on an outgoing call to CO can be redialed.

LIFT THE HANDSET

PRESS "#"

- You may dial "80" instead of pressing the "#" button.

Basic Operation

-9-

Use of Other Features (cont.)

Paging-Answer

A page from built-in speaker or external paging equipment can be answered from any extension.

LIFT THE HANDSET

TALK

DIAL "43"

CONFIRMATION TONE OF 1 BEEP WILL BE HEARD
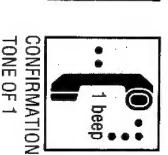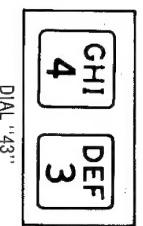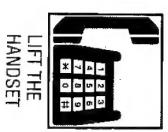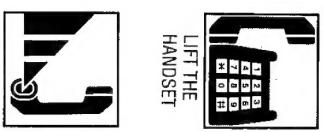
Intercom Alerting Mode

■ Switching to Tone Alerting

"Voice alerting" (through built-in speaker) that is established at the called party's extension, can be switched to "Tone alerting" (ringing).

● This feature required to be set beforehand in the KX-T30810. For programming, see page 2-29 in installation manual.

LIFT THE HANDSET

DIAL EXTENSION NUMBER (11 through 18)

WAIT UNTIL A CONFIRMATION TONE IS HEARD
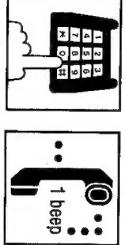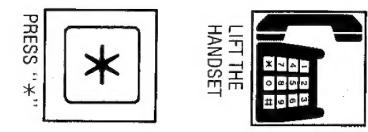
1 beep
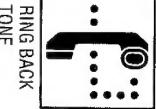
PRESS "✳"

RING BACK TONE

● A rotary phone is not available.
● You should press "✳" button within 10 seconds after the dialing.

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To Receive Calls

Answer

LIFT THE HANDSET

Dial Call Pickup

Through the use of this feature, an extension user can answer any ringing extension within their own pickup group.

LIFT THE HANDSET

DIAL "40"
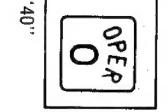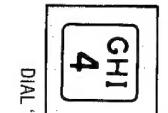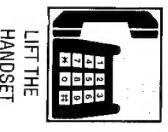
Directed Call Pickup

An extension may answer an incoming call that is ringing at another extension regardless of the pickup group.

LIFT THE HANDSET

DIAL "4"

DIAL THE RINGING EXTENSION NUMBER (11 through 18)

—10—

## Paging-External

Allows access to external paging equipment.

■ To Access

LIFT THE HANDSET

DIAL "33"
$\boxed{\begin{array}{c} \text{DEF} \\ 3 \end{array}}$ $\boxed{\begin{array}{c} \text{DEF} \\ 3 \end{array}}$

WAIT FOR CONFIRMATION TONE AND TALK OR HANG UP
1 beep

PAGE

CONFIRMATION TONE
1 beep

■ Page will be heard from external paging equipment.
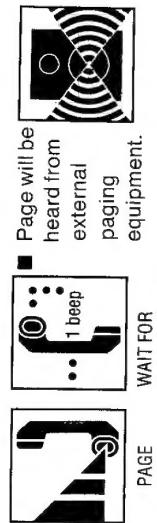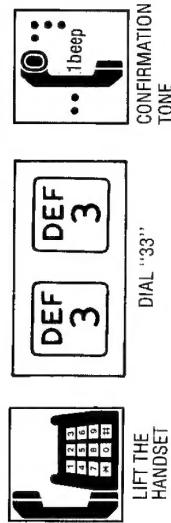
Paging and Transfer

■ To Transfer a Call to the Paged Person

FLASH HOOKSWITCH TO PLACE A CALL ON HOLD

DIAL "34"
$\boxed{\begin{array}{c} \text{DEF} \\ 3 \end{array}}$ $\boxed{\begin{array}{c} \text{GHI} \\ 4 \end{array}}$

PAGE

WAIT FOR AN ANSWER AND HANG UP

CONFIRMATION TONE
1 beep

● At step 2 above, dial 35, 36 or 33 instead of 34.

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To Receive Calls (cont.)

Call Park Retrieve

Allows extension user to retrieve a call (intercom or outside) on hold at any extension.

■ To Park a call

FLASH HOOKSWITCH

CONFIRMATION TONE
2 beeps

REPLACE HANDSET

● Do not depress hookswitch for more than one second, or party will be disconnected.

■ To Retrieve a Parked Call at Any Other Extension

LIFT THE HANDSET

DIAL "5"
$\boxed{\begin{array}{c} \text{JKL} \\ 5 \end{array}}$

DIAL PARKED EXTENSION NUMBER

Doorphone

LIFT THE HANDSET

● If calls from doorphones are not answered within 15 seconds, the calls will be cancelled.
● Each extension has to be programmed for receiving from doorphones.
See the "Programmable Doorphone" on page 2-30 in Installation Manual.

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Use of Other Features

Paging All Extensions

Allows paging to all extensions.

■ To Access

LIFT THE HANDSET

DIAL "34"

DEF 3 GHI 4

CONFIRMATION
TONE OF 1
BEEP WILL
BE HEARD

••• 1 beep

PAGE

WAIT FOR AN
ANSWER
AND TALK

■ Page will be heard only from the built-in speaker of a KX-T30830, a KX-T30850 or a KX-T30820. It will not be heard from the built-in speaker of standard telephone.

Intercom and outside calls may be placed on hold.
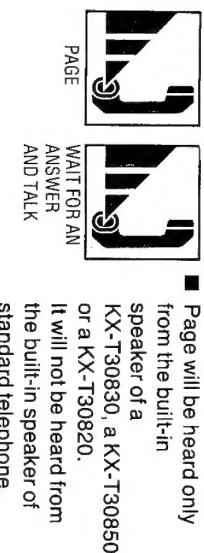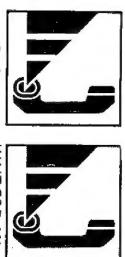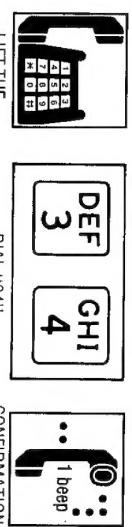
Paging Group

Allows paging to either of two groups.

■ To Access

For Pickup Group 1

LIFT THE HANDSET

DIAL "35"

DEF 3 JKL 5

CONFIRMATION
TONE

••• 1 beep

PAGE

WAIT FOR AN
ANSWER
AND TALK
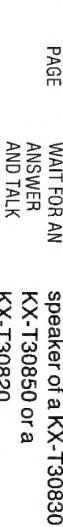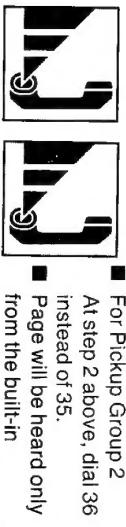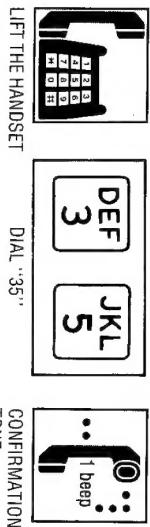
■ For Pickup Group 2
At step 2 above, dial 36 instead of 35.

■ Page will be heard only from the built-in speaker of a KX-T30850 or a KX-T30820.
It will not be heard from the built-in speaker of standard telephone.

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While having a conversation

Call on Hold

If you wish to leave your phone unattended but want the caller you are in conversation with to wait, call on hold may be used.

■ To Place a Call on Hold

FLASH HOOKSWITCH

CONFIRMATION
TONE OF 2
BEEPS WILL BE
HEARD

••• 2 beeps

• Do not depress hookswitch for more than one second, or party will be disconnected.

■ To Cancel

FLASH HOOKSWITCH
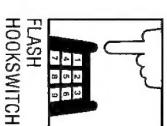
Call Splitting

Allows station user to alternate between two parties, either intercom or outside.
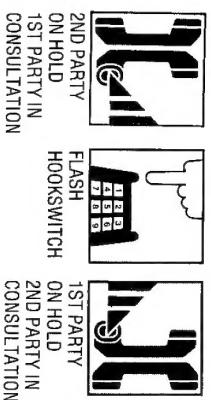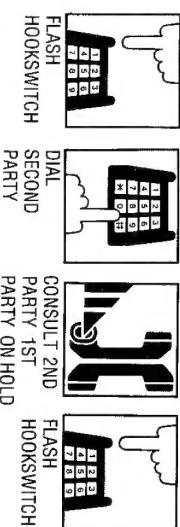
FLASH HOOKSWITCH

DIAL SECOND PARTY

CONSULT 2ND
PARTY 1ST
PARTY ON HOLD

FLASH HOOKSWITCH

2ND PARTY
ON HOLD
1ST PARTY IN
CONSULTATION

FLASH HOOKSWITCH

1ST PARTY
ON HOLD
2ND PARTY IN
CONSULTATION

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# While having a conversation (cont.)

Conference

Allows for up to three party conference, (2-outside/ 1-inside), (1-outside/ 2-inside) or (3-inside).

FLASH HOOKSWITCH PUTS 1ST PARTY ON HOLD

DIAL 2ND PARTY

CONSULT WITH 2ND PARTY

DIAL "3" (3-party conference now established.)

FLASH HOOKSWITCH
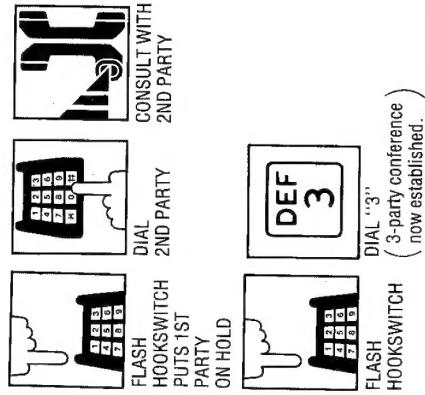
To Terminate Conference

Replace the handset.
- The other two parties are directly connected together and can converse with each other. (Intercom calls and intercom to outside are OK, outside to outside is not possible.)

Call Waiting

Call Waiting Tone during a conversation indicates there is a new incoming outside call or intercom call.

This feature is required to be set beforehand in the KX-T30810. For programming, see page 2–24 in installation manual.

3 beeps

WILL HEAR CALL WAITING TONE

FLASH HOOKSWITCH PUTS 1ST PARTY ON HOLD

CONSULT NEW CALLER

HANG UP

LIFT THE HANDSET

- When you use the hold button of a standard telephone, above-mentioned feature is not available.
- To terminate the original call and talk to the 2nd call, hang up and then lift the handset. (You don't need to flash the hookswitch.)
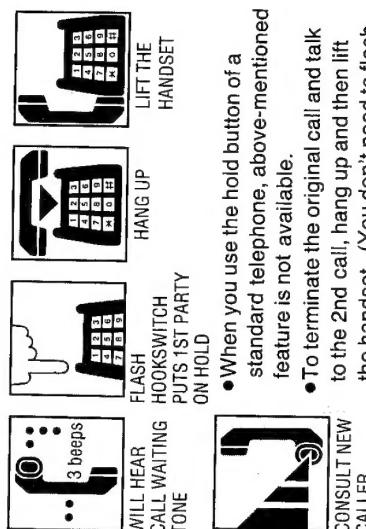
Call Transfer

Outside or intercom calls may be transferred to any extension manually.

To Transfer After Other Extension Answers

FLASH HOOKSWITCH

DIAL EXTENSION NUMBER

ANNOUNCE AND WAIT FOR AN ANSWER
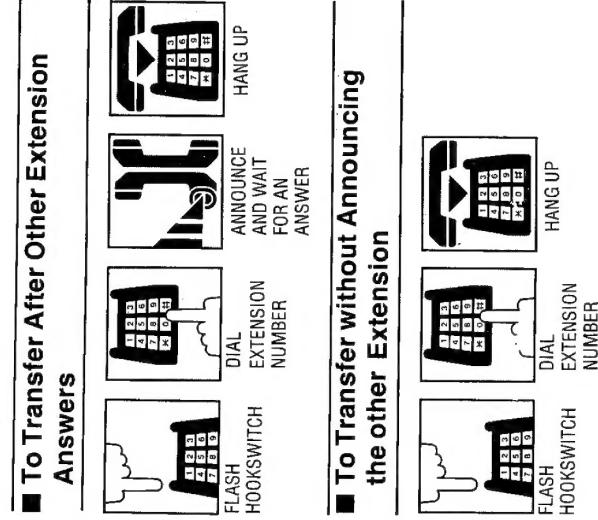
HANG UP

To Transfer without Announcing the other Extension

FLASH HOOKSWITCH

DIAL EXTENSION NUMBER

HANG UP

To Retrieve the Call

If the other extension did not receive the transferred call within 30 seconds after the call has been transferred, the call will return to you. In this case:

LIFT THE HANDSET
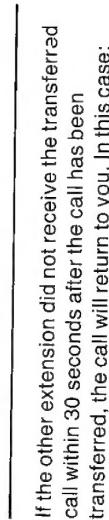
To Change the Party to Whom a Call is Transferred before Hanging up

Flash the hookswitch to retrieve the call, then repeat the procedure of Call Transfer.